



## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 3, DEPUTY DIRECTOR  
ADMINISTRATION DIVISION

**SALARY:** \$8030 - \$8854

**FINAL FILE DATE:** JANUARY 6, 2006

### DUTIES AND RESPONSIBILITIES

The Deputy Director, Administration Division, receives administrative direction from the Director and Chief Deputy Director, California Department of Social Services (CDSS) and is responsible for providing overall direction to the Administration Division of CDSS. The Deputy Director is expected to maintain effective administrative and fiscal support services in support of the Department's operating divisions.

The incumbent plans, organizes and directs the work in the Administration Division which includes five Branches: Financial Management and Contracts; Estimates and Research Services; Fiscal Systems and Accounting; Human Resource Services and Management and Staff Services, which includes Disaster Preparedness and Response. The Deputy Director is responsible for advising and providing recommendations to the Director and Chief Deputy Director regarding the overall administrative policies of the Department.

The Deputy Director directs the development of the annual program and operating budget and assists the Director in staff planning and implementation of the Department's programs and policies. The Deputy Director represents the Department as designated at conferences, meetings and hearings and makes presentations to the Health and Human Services Agency, the Department of Finance and the Governor's Office staff relating to administrative functions of the Department and must effectively communicate departmental policy to these groups.

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## **EXAMINATION INFORMATION**

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates.

A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during **January/February 2006**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

## **MINIMUM QUALIFICATIONS**

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

## **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Experience in analyzing complex administrative issues or problems and developing policies, procedures or specific solutions.
- b. Experience in managing diverse activities, including planning, organizing and directing a program.
- c. Ability to articulate skills in leadership and motivation of staff in large organizations.
- d. Possess excellent oral and written communication skills.
- e. Knowledge of the activities of a regulatory agency and the Administrative Procedures Act.

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**DESIRABLE QUALIFICATIONS (Continued)**

- f. Extensive knowledge in any of the following: State's budget and accounting processes; financial and human resources management; forecasting and research services; business services; and disaster and safety services.
- g. Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.
- h. Ability to interact with the high level staff and decision makers in the Health and Human Services Agency, state control agencies, legislative consultants, and county and local entities.
- i. Ability to establish and maintain positive and productive working relationships with the Department's Executive Staff.
- j. Experience in preparing and delivering testimony before legislative committees.

In addition, applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 3** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

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All interested applicants must file each of the following documents:

1. An Application for Examination (STD 678), specifying which examination you are applying for and
2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Send these documents to: **California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **January 6, 2006**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Julie Love  
at (916) 657-1745.

Questions regarding the position should be directed to Nancy Lee  
at (916) 657-2598.